

Arbor Heights Elementary
Review of Classroom Assignment
2011-2012

After the class lists are posted on August 29, if you request your child be moved to a different class, the following process will be used:

1. A "Review of Classroom Assignment" form will be completed and turned into the office by **Thursday, September 1, 12:00 noon**.
2. The teachers from the sending grade level will meet with me to review the requests and make any changes based on the educational reason given.
 - No child who is in a class in August will be bumped from that class in order to accommodate a request for change in student classroom assignment. The move will be made if there is room in the class. A lottery may be used, if necessary.
 - Priority will be given to those who have a compelling educational reason.
3. These changes will be made at the same time and parents will be notified by phone Friday, before 6:00 PM September 2.

Please note: a request for a change of classroom assignment made after Thursday, September 1, 12:00 noon will be considered two weeks after school starts to provide a fair opportunity to evaluate the make-up of all the classes.

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Review of Classroom Assignments
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Parent's Name _____ Child's Name _____ Grade this year _____

Phone number where parent can be reached during the day _____ Evening phone _____

I request a switch from _____ class because _____

1) What is the **educational** reason for requesting this change.

2) What has your child/student expressed about his/her classroom assignment?

3) What type of learning environment do you believe would be more appropriate for your child?

Parent Signature

Date